

Preparing a Site Plan

A site plan is required for certificate of occupancy applications. Approved development plans and other professional architectural drawings of the location of your business are preferred, but if those documents are unavailable you may prepare a site plan yourself.

Site Plan Checklist

Please use the following checklist and sample site plan to verify your site plan contains the necessary information.

The site plan is:

- ☐ Drawn to scale
- ☐ Clear and legible

The site plan includes:

- ☐ Property boundary and the adjoining streets
- ☐ Address of business and all adjoining parcels of land
- ☐ Parking areas including the number of spaces provided and the size of each space
- ☐ Building outline labeled with square footage and type of business
- ☐ Distance between building and all property boundaries
- ☐ Address of business and all adjoining parcels of land

Sample Site Plan

